MANAGING ORGANIZATIONS IN ROSS

To update an organization or its data, perform the following:

For new Unit IDs and changes or deletions of current Unit IDs, you must go through the Geographic Area Data Steward and obtain approval by the National Data Steward in advance of any submission to the ROSS Organization Data Manager. New Unit IDs will NOT be entered or old Unit IDs removed until approved by the National Data Steward.

1. Go to the ROSS website and click on the **"Update Organizations"** link.

2. Three zip files and two documents will be displayed. The first document: "**Managing Organizations in ROSS**." The second document is entitled "**How to Download the Forms**." Please read this document as it instructs how to copy these forms to your Word Templates directory. The three files include, "Government (Non-dispatch)/non-government Information Templates," "Dispatch/Cache Information Templates," and "Vendor Information Templates." There are several forms included in each.

3. After reading the two documents, click the zip file for the type of organization you want to manage.

      a. Dispatch/Cache

      b. Vendor

      c. **Government (non-dispatch)/non-government**

4. The zip file for that organization type displays. Follow the directions in the "How to Download the Forms" document to copy those forms to a folder of your choice.

5. Once downloaded, this folder identifies forms for each organization type, including forms for updating, creating and deleting organizations. Choose the form you need and enter all pertinent data. **For more information on filling out the forms, see SPECIFIC STEPS below.**

SPECIFIC STEPS

Updating an Existing Organization

a. Open the Update form for the type of organization you want to manage.

b. In Section 1, enter data for you and your dispatch office.

c. In Section 2, enter the current organization information.

d. In Section 3, click Item, and select the item to be updated from the drop-down menu. Enter the information as it is currently in the "Change From" field and what you want it changed to in the "Change To" field. If you want to add information, enter "Add" in the "Change From" field and enter your information in the "Change To" field. If you want to delete information, enter the information as it is currently in the "Change From" field and enter "Delete" in the "Change To" field.

e. Enter any comments or clarification in the Comments section at the bottom of the form.

6. When finished entering all of the information on your form, send it to *ross-vend-maint@dms.nwcg.gov* for **Vendor Organizations** or *ross-org-maint@dms.nwcg.gov* **for all other organizations**.

The ROSS Organization Data Manager will issue a ticket number. Information will be entered into ROSS as soon as possible. An e-mail confirming the ticket has been resolved will be sent to the ROSS user who sent the form and the ticket will be closed.